

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140080-4

PREPARE IN DUPLICATE

DD5/OTR/155 - 15

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT	<input type="checkbox"/>	STATISTICAL
	<input checked="" type="checkbox"/>	NARRATIVE
	<input type="checkbox"/>	MACHINE-NAME LISTING

Weekly Activities Report

3. FUNCTIONAL AREA

<input type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING	<input checked="" type="checkbox"/>	ADMIN. GENERAL OTHER (specify)
<input type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY		
<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE		

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)
Memorandum

8. ADP PROCESSING

<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/>	NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT
OTR Reg. 1-2, Delegations of Authority

10. PREPARING COMPONENT (include lowest level contributing information to report)

Section of Branch in ISS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

6 - by informal memo or phone call

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	12.80		1		12.80		52		\$665.60
14	11.00		.5		5.50		52		286.00
13	9.10		2		18.20		52		946.40
11	6.50		2		13.00		52		676.00
10	5.80		.5		2.90		52		150.80
7	4.50		1		4.50		52		234.00
5	3.60		1		3.60		52		187.20

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$3,146.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

In order to keep the Director of Training via the Executive Assistant informed of Staff's activities. Portions of this report are included in the weekly report sent by the DTR to the DDS.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☐ OTHER (explain)

☒ CHANGE

☐ DISCONTINUE

Change to a shorter, more informal less time consuming report

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
104	\$861.50

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Instructional Support Staff

18. EXTENSION

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